

TOWN OF WELLFLEET
Job Posting

Wellfleet Employees' Association

January 2015

JOB TITLE: Water System Clerk / Committee Secretary

JOB CLASSIFICATION: Permanent, Full-time

RESPONSIBILITIES:

Duties: The general duties of this position are generating and processing bills for payment, invoicing for water usage and deferred payment agreements; semi-annual water billing; receiving billed payments and turning payments to the Town Treasurer; creating and coordinating work orders; issuing connection permits and water meters; maintaining accurate database of current and potential WMWS customers and abutters; performing routine office procedures; taking minutes of the Board of Water Commissioners (BWC) meetings. Also, clerical, record keeping and reception duties supporting the operations of the Planning Board and Finance Committee.

Supervision: Works under direct supervision of the Town Administrator, or his/her designee(s) (The Water System Manager) and in close collaboration with the Board of Water Commissioners, where clear detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor(s) as needed on all matters not specifically covered in the guidelines or instructions. The supervisor(s) maintain control by reviewing the work in progress or upon completion.

Employee does not exercise any supervisory responsibilities.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

Job Environment: The work consists of simple, routine or repetitive tasks and/or operations with few variations in established office procedures.

Contact with the public is required on daily basis. Relationship with co-workers is occasional to the purpose of the work involved in giving and receiving factual information about the work. Ordinary courtesy and tact are required.

The nature of work means that errors can be easily detected, usually by the employee or his/her supervisor(s). Consequences of errors, missed deadlines or poor judgment may result in minor confusion, involving minimal time and expense for correction, such as bookkeeping, data entry or failure to follow established procedures.

Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Position Functions: The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the positions.

Water System Clerk Functions: Prepares and submits vendor vouchers, prepares, generates and mails customer invoices for water billing, services and deferred payments, receives and processes customer payments, submits turnovers to the Town Treasurer, tracks revenue and expenditures of the Water Enterprise Fund, maintains customer files, maintains accurate and up-to-date customer database, prepares and records municipal liens on delinquent accounts, maintains approved contractors list, posts BWC meetings with Town Clerk, prepares and submits legal advertisements for public hearings, issues connection permits, issues water meters, responds to customer inquiries over the phone, email and in person. Creates and distributes work orders and ensures the water operator's contract is implemented; orders office supplies, takes BWC meeting minutes and distributes meeting materials.

Committee Secretary Functions: Schedules public meetings to include: legal advertisements and posting; principal and abutter notification; agenda and file distribution to members and officials; coordination of public input; opening of public buildings and preparation of meeting rooms. Performs minute taking with an ability to write clearly using good grammar and spelling; distributes minutes to the boards for approval in a timely fashion. Issues decisions and documents that are part of the mandates of the regulatory committees. Performs secretarial functions to include: review of all mail; composition of correspondence; liaison between Town Board and Town Officials; communication with the public and town departments; ordering supplies; coverage for other committee secretary in the case of absence.

QUALIFICATIONS:

Education and Experience: High school diploma with some college level business or accounting courses preferred and at least one year of administrative experience. Thorough knowledge of Microsoft Office- Word, Excel, Outlook and QuickBooks preferred. Mass Drivers license required.

Knowledge: Working knowledge of office procedures and equipment, Town Government, departmental operations and relationship with other Town Departments.

Ability: Ability to meet and deal with the public effectively and appropriately; to handle problems and emergencies; to communicate clearly, both orally and in writing; to operate a computer; to maintain confidential information; to maintain, manage and organize records; to deal appropriately with Town Employees, Town Officials and the public; to handle confidential information in a sensitive manner.

Skill: Excellent secretarial skills, organizational skills, data processing skills and interpersonal skills.

Physical and Mental Requirements: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as water meters or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or processing, filing sorting.

SALARY: \$20.00/hour

DEADLINE: January 30, 2015

TOWN OF WELLFLEET

The Town of Wellfleet is seeking applicants for one part-time and one full-time position of Committee Secretary to serve the Town's regulatory boards in a clerical capacity. Attendance at evening meetings required. Send cover letter, resume, and Town of Wellfleet employment application to Assistant Town Administrator, Town Hall, 300 Main Street, Wellfleet, MA 02667 by January 30, 2015/ AA/EOE